

STATE OF CONNECTICUT
DEPARTMENT OF
EMERGENCY MANAGEMENT AND HOMELAND SECURITY



DEPARTMENT OF EMERGENCY MANAGEMENT AND
HOMELAND SECURITY
OFFICE OF THE COMMISSIONER

ADVISORY BULLETIN 2007-1
Amended March 13, 2007

- RE: 1. Use of Emergency Support Function (ESF) Structure and Terminology at the Regional and State Level.**
2. Use of Term "Region" and "Regional Coordinator."
3. Establishment, Purpose and Governance of DEMHS Regional Planning Teams.

1. The Department of Emergency Management and Homeland Security (DEMHS) is implementing an Emergency Support Function (ESF) planning structure at the regional and state level, including use of the ESF terminology. At this time, the definition of an ESF as used by DEMHS has been modified somewhat from the definition used in the National Response Plan, in order to coordinate with the current organizational composition, command structure and requirements of the Connecticut emergency management community. The rationale behind the use of the ESF structure and terminology is to encourage all levels of government in the State of Connecticut to work in a coordinated and standardized manner with each other and with our sister states, as well as with federal entities. The use of standardized functional categories will help to create a seamless transition from local to state to federal emergency management.

For the purposes of implementing this initiative at the regional level, the following definitions and assumptions will apply:

- An ESF is defined as a discipline-oriented working group. These ESFs are intended to foster collaborative planning within a particular discipline, and not to alter existing incident management coordination. The ESF structure is intended to provide a resource tool for the incident commander, not to replace or interfere with any established unity of command.
- The DEMHS regional emergency planning teams, including any ESF subcommittees, are intended to develop regional

resource coordination. During an incident, these regional emergency planning teams are not intended to provide a command and control vehicle—they are strictly to provide resource information, through the DEMHS regional coordinator, both down to the appropriate local communities and up to the state Emergency Operations Center (EOC).

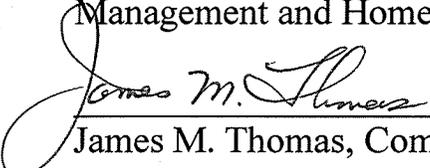
2. In order to foster regional collaboration, DEMHS has initiated the creation of regional emergency planning teams (REPT). In turn, the REPTs may establish regional ESF (RESF) groups as needed. Each team or group should adopt bylaws, or amend existing bylaws, to reflect a bylaws template issued by DEMHS. These bylaws address, among other things, the application of state Freedom of Information laws, membership and procedures. DEMHS employees will coordinate and staff the meetings. Their duties may include, but not be limited to the following: (1) providing notices, agendas and minutes; (2) arranging or assisting in arranging meeting locations; and, (3) research and writing. DEMHS may also assign staff from interested regional planning organizations (RPO) to assist in some or all of these duties. RPO staff assisting in this manner will report to DEMHS on a regular basis regarding their assigned activities.

3. DEMHS employees who are serving as coordinators for the five DEMHS regions will be identified by DEMHS as “regional coordinators.” The use of the word “regional” as opposed to “area” will help to support the concept of the five DEMHS regions and to eliminate any confusion. Every effort will be made to update the official job title to reflect the more accurate name. This adjustment does not in any way alter the substance of the Department of Administrative Services job description.

Related documents and statutory authority:

- State of Connecticut Department of Emergency Management and Homeland Security Regional Planning Model (approved by federal Department of Homeland Security, November 15, 2005.)
- Department of Emergency Management and Homeland Security Regional Emergency Support Implementation Plan (March, 2007)
- Connecticut General Statutes Title 28, §§28-1 to 28-22.

Issued by Order of the Commissioner of the Department of Emergency Management and Homeland Security:


James M. Thomas, Commissioner


Date